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MEMORANDUM FOR : Deputy Director/Administration

15 November 1954

ATTENTION : Chief, Management Staff

THROUGH : Deputy Director/Intelligence

SUBJECT : Personnel Requirements of the Barton Branch, SR/OCD,
Central File of Foreign Frequency Usage and Radio
Station Particulars.

1. PROBLEM

At the 28 October 1954 meeting of the Inter-Office Telecommunications Advisory Committee (IOTAC) the subject of future personnel requirements of the Foreign Frequency Usage and Radio Station Particulars Central File was discussed. Although the present T. O. of 20 people has not yet been filled, the members considered that there is information available to estimate future needs. It was also considered that such an estimate should be made and appropriate action recommended, in order to allow sufficient time for recruitment and clearance of personnel.

2. FACTS BEARING ON THE PROBLEM

a. The status of the present T. O. of the Central File is as follows:

Administration

Chief

On duty

Secretary

On duty

Analyst Section

8 Area Analysts

3 on duty, 3 recruited,
2 unfilled.

Machine Section

1 Tab. Equipment Operator
Supervisor

On duty

1 Tab. Project Planner

On duty

1 Tab. Operator

Recruited

1 Card Punch Supervisor

On duty

2 Card Punch Operators

On duty

Files Section

1 Files Supervisor

On duty

3 File Clerks

1 on duty, 2 recruited

TOTALS: T. O. - 20; On duty - 12; Recruited - 6; Unfilled - 2.

b. According to the original "Plan for Clearing House or Central File of Evaluated Information on Foreign Radio Frequency Usage and Radio Station Particulars," dated 22 September 1953, a T. O. of 20 was allowed for the establishment of a "pilot operation," with a subsequent build-up to a strength of 50 (29 analysts plus 21 support and supervisory) to correspond to the expected increase in monitoring information available for the file.

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The workload estimates for the pilot operation of the Central File, with 20 people were as follows:

FCC Monitor Reports	2,700 per month
SCIA Evaluated Reports	400 " "
CIA Documents and Reports	900 " "
TOTAL	4,000 per month

c. The original plan for the Central File pointed out that experience with the operation of the file would be the only method of determining the need for expansion. The data given below represents a summary of actual accomplishments during the first six months. It is realized that the types of data handled during the first six months is not truly representative of the overall workload to be expected in the future; however, the personnel have been processing monitoring report data of a type which, it is reasonably expected, will be received from most all future sources. The figures are on an average monthly basis to permit simple comparison with future estimates of workload.

FCC Monitor Reports processed	4,000 per month
International Frequency Registration Board (IFRB) Monitor Summary Entries processed	4,000 " "
TOTAL	8,000 per month

This workload was accomplished with an average of 8 people processing the data. This average was obtained by calculating the actual man hours expended and translating this figure to number of personnel. Further translation to actual job titles show that this workload was accomplished by 3 analysts, 2 tab. operators, 2 punch card operators and 1 file clerk.

d. It should be explained here that the IFRB monitor summary workload estimates were not available at the time of original planning for the file. Thus, this figure does not appear in paragraph 2. b. Additional data was not solicited during the first six months of operation because of the insecurity of working spaces and insufficient personnel.

3. DISCUSSION

Since the security of the Central File working spaces is now adequate, arrangements are now being made to exploit new sources of information. Monitor reports and collateral data are now available from NSA, [redacted] and Air Technical Intelligence Center (ATIC), and could be included in the file if personnel were available for processing. The data from ATIC will be in the form of index cards for the International Telecommunications Union publication "Radio Frequency Record" (RFR). OSI has arranged to obtain index cards for portions of the [redacted] project and these cards will be forwarded to the file at intervals for processing and retention.

25X1A

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The following tabulation represents an estimate of the workload expected when data from the above sources is received by the Central File:

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FCC Monitor Reports	8,000	per month
NSA Evaluated Reports	6,000	" "
IFMB Monitor Summary Entries	3,500	" "
RFR Notifications and Changes	3,500	" "
25X1A [REDACTED]	2,000	" "
	1,000	" "
	200	" "
	TOTAL 24,200 per month	

It will be noted that the number of FCC monitor reports given above is just double the average number per month received during the first six months, as shown in paragraph 2.c. This sharp increase in reports was the result of uncovering a new source within FCC, which consists of special project (Survey) reports submitted at the request of the Chief Engineer's Office. Formerly, the only FCC reports received by the File were the results of routine "cruising" (sweeping) of the spectrum for the Field Engineering and Monitoring Division.

As was pointed out in paragraph 2. c., there have been only 3 analysts working in the Central File thus far. It should be explained here that the 3 analysts were able to handle the first 6 months workload only because there have been so few service requests, a total of 8 to date. It is reasonably expected that the service requests, and analyst workload, will increase as soon as a sufficient depth of information has been accumulated in the file.

In consideration of the data in paragraph 2.c., it may be concluded that the personnel - work capability ratio of the Central File operation is 1 to 1,000, i.e., 8 people were able to process 8,000 items per month. Carrying out the 1 to 1,000 ratio, it is apparent that the T. O. of 20, when filled, will permit processing of only 15,000 items per month, and in order to process the workload of approximately 24,000 items, to be expected within the next few months, the allowance should be expanded to include 24 data processing personnel.

4. ACTION RECOMMENDED

a. It is recommended that the T. O. of the Central File be increased to an allowance of 29 people, in order to permit recruiting and clearance of personnel urgently needed to process valuable data which is now available for inclusion in the file.

b. It is further recommended that this increase be reflected in the various Central File positions as follows:

Administration:

1 Chief
1 Secretary

No Change
No Change

Analyst Section:

12 Analysts

Increase of 4 G.S. 9's

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Machine Section:

1 Tab. Equipment Operator Supervisor	No Change
1 Tab. Project Planner	No Change
1 Tab. Supervisor	Increase of 1 G.S. 5
3 Tab. Operators	Increase of 2 G.S. 4's
1 Punch Card Supervisor	No Change
4 Punch Card Operators	Increase of 2 G.S. 4's

Files Section:

1 Files Supervisor	No Change
3 File Clerks	No Change

NEW TOTAL T. O. - 29

TOTAL INCREASE - 9

The members of the Inter-Office Telecommunications Advisory Committee have reviewed this study, and concur in the above recommendations.

JAMES M. ANDREWS
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